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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
NATIONAL HEADQUARTERS

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MWD

MEMORANDUM

TO : **All Regional Directors,
Directors of Directorates,
Chief of Offices, NHQ and
JNTI Director**

SUBJECT : **Implementing Guidelines of DILG Circular No. 2011-07
Entitled: Unified Guidelines in Monitoring Fund Released
For Retirement/Pension/separation Benefits in the Philippine
National Police (PNP), Bureau of Fire Protection (BFP) and
Bureau of Jail Management and Penology (BJMP)**

DATE : 13 September 2011

1. Attached is the approved BJMP Memorandum Circular No. 2011-06 dated 07 September 2011, regarding the above subject.

2. For information and guidance.

BY AUTHORITY OF THE CHIEF, BJMP:

ABRAHAM FLORENDO ABELLA
Jail Senior Superintendent (DSC)
Director for PRM



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Date: SEP 07 2011

BJMP
MEMORANDUM CIRCULAR
Number 2011- 06

**Implementing Guidelines of DILG Circular No. 2011-07
Entitled: Unified Guidelines in Monitoring Fund Releases for
Retirement/Pension/Separation Benefits in the Philippine
National Police (PNP), Bureau of Fire Protection (BFP) and
Bureau of Jail Management and Penology**

I. REFERENCES

- A. Republic Act No. 9263
- B. Republic Act No. 6975
- C. Presidential Decree No. 1184
- D. Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007
- E. DILG Circular No. 2011-07
- F. Board of Officers Resolution No. 2001-01

II. OBJECTIVES

This Circular aims to:

- A. Establish the **Retirement and Benefits Administration Service (RBAS)** and to define its mission, organizational structure and specific functions;
- B. Ensure that the fund releases of the government for the pension benefits of the retiring members of the Jail Bureau, as well as the claims of other separated personnel, to include their legal heirs and beneficiaries, are in accordance with the pertinent laws;
- C. Establish a more expedient procedure for the processing of retirement/separation benefits to ensure that the claimants are unburdened of the stress associated with the filing, preparation and following-up of their claims.

III. GUIDELINES

The following guidelines shall be observed in the implementation of this policy:

- A. The BJMP-RBAS shall be activated to manage and administer the processing of pension and separation benefits claims in the Jail Bureau and to account and monitor the status of all retirees/beneficiaries nationwide;
- B. The Funding Warrant and Registry Warrant including the Modified Disbursement Scheme (MDS) shall be the responsibility of the BJMP RBAS; wherefore, the latter shall use its means for the printing of MDS checks until it acquires the equipment for the purpose;

C. The data base of all retirees/separated personnel and their legal beneficiaries shall be updated regularly;

D. The retirees/beneficiaries shall be provided with means to verify the status of their benefits/claims, through direct contact with the liaison officers, publication in the website of the Jail Bureau, or other means;

E. The BJMP-RBAS shall be clothed with authority to investigate cases of fraud in the processing of claims and to file the appropriate criminal, civil and administrative cases;

F. The step-by-step flow of transactions for the processing of claims shall be posted in conspicuous areas in the BJMP National Headquarters and Regional Offices and published in the BJMP website for reference of the retirees/claimants;

G. The system for verifying documents in support of the claims shall be strengthened; for this purpose, the RBAS shall enter into a continuing contract with the National Statistics Office (NSO) for the cross-matching of the BJMP data with the records in the NSO to ensure that all claimants are qualified to receive the benefits pursuant to the existing retirement laws and issuances. It shall be the responsibility of the BJMP-RBAS to secure the necessary documents from the NSO, subject to reimbursement from the retirees/beneficiaries which will be charged from their claim.

H. The BJMP-RBAS shall conduct regular physical inventory and audit of pensioners nationwide, which may be done in random. For this purpose, the RBAS shall have a separate allocation in the Annual Operations Plan and Budget. The inventory report shall be furnished the DILG every quarter, or as may be required, in accordance with existing DILG issuances and guidelines.

I. For purposes of the inventory of pensioners, they may be required to personally appear in the Regional Offices, unless his/her physical presence may be excused due to valid reasons. A pensioner who cannot walk or travel because of disability may be required to submit a half body shot photo wherein he/she is holding a newspaper which clearly shows the date of its issue. It shall be submitted to the RBAS through the Regional RBAS Liaison Officer who may verify such status through home visitation.

J. The RBAS shall be responsible in the distribution of the CFCs of pensioners;

K. Once a year during their birth month, all pensioners are required to report to the RBAS for accounting and at the same time, for the renewal of their Identification Cards. The issuance of ID's shall be the responsibility of the RBAS.

IV. ACTIVATION OF THE BJMP RETIREMENT AND BENEFITS ADMINISTRATION SERVICE

A. **Mission** - to manage the pension/retirement/separation benefits of the uniformed personnel of the Jail Bureau, including their legal beneficiaries, in accordance with the provisions of pertinent laws.

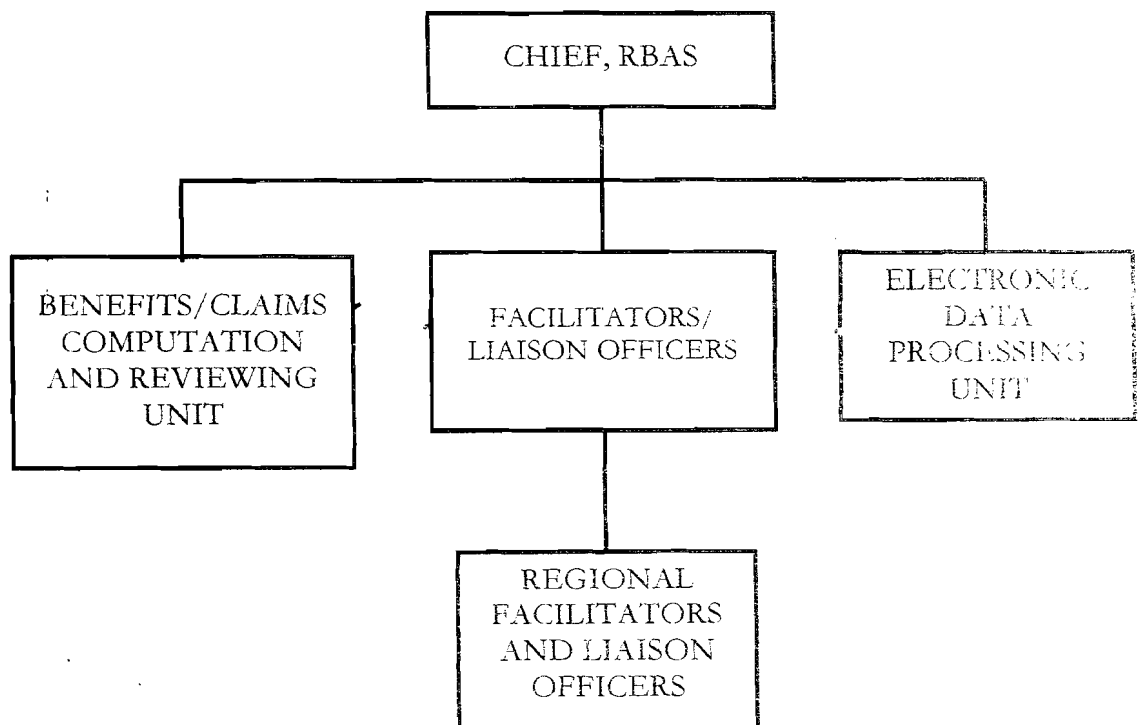
B. The RBAS shall have the following functions:

1. Systematically and promptly process and monitor all requests and claims of retired/pensioner/separated uniformed personnel and their legal beneficiaries pursuant to the provisions of pertinent retirement laws;
2. Establish, maintain and update the list of pensioner/retired/separated personnel and act as its custodian;

3. Periodically account and monitor the status of existing pensioners and their legal beneficiaries and to submit quarterly reports to the proper authorities;
4. Facilitate/assist the processing and approval of applications for retirement and the transfer of pension to legitimate beneficiaries;
5. Prepare Special Budget Requests to the Department of Budget Management for retirement gratuity and terminal leave benefits, with the budgetary requirements attached thereto;
6. Prepare financial requirements for the administration and payment of pension to retirees and their legitimate beneficiaries;
7. Investigate and file appropriate charges against persons who committed fraud and those who are liable for the non-payment or unauthorized payment of pension to a retiree/pensioner/beneficiary;
8. Provide the management with timely and accurate reports needed for decision making in support of policy formulation; and
9. Formulate rules and regulations to continuously improve the administration of the retirement and separation benefits of the uniformed personnel in the Jail Bureau.

V. ORGANIZATIONAL STRUCTURE

A. The office of the BJMP Retirement and Benefits Administration Service shall be composed of the units shown in the figure below.



B. The units/officers within the organizational structure of the RBAS shall have the following specific functions:

1. The Chief, RBAS shall –
 - a. Act on matters concerning the management and administration of the pension and gratuity benefits of BJMP personnel;

- b. Formulate policies and guidelines that will simplify the processing, monitoring, review, and evaluation of claims for pension and separation benefits;
 - c. Prepare an annual physical and financial plan for the conduct of a regular pensioner inventory and/or audit.
 - d. Prepare the budgetary requirements for the administration and payment of pension for retirees and their legal beneficiaries;
 - e. Investigate and file appropriate charges against persons who committed fraud in the processing of claims and against those who are liable for the non-payment/unauthorized payment of pension to a retiree/pensioner/beneficiary;
 - f. Provide the management with timely and accurate reports that are needed for decision-making in support of policy formulation;
 - g. Formulate rules and regulations to continuously improve the policies of the Bureau on the processing of retirement/separation benefits;
 - h. Perform such other duties as may be directed by higher authority.
2. The Facilitator and Liaison Officer/s shall -
- a. Act as the frontline officer of the RBAS and as such facilitate the processing of claims by assisting the pensioners and claimants in securing the necessary documents and clearances;
 - b. Assist the claimants/retirees in securing clearances and request for copies of required documents from other agencies (i.e. Ombudsman, NAPOLCOM, NSO, PNP, AFP);
 - c. Ensure that all supporting documents for all types of claims are attached to the application for benefits;
 - d. Verify and ensure that the submitted documents are authentic;
 - e. Certify the completeness and authenticity of the documents submitted to support the claim for pension/separation benefits;
 - f. Systematically and promptly process/monitor all requests/claims of retired pensioners/separated BJMP personnel and their legal beneficiaries;
 - g. Inform the claimants of lacking documents, if there is/are any, and shall update them of the initial status of their claims;
 - h. Assist the Chief, RBAS in the conduct of pensioner/beneficiary audit and/or inventory;
 - i. Perform such other duties as may be directed by higher authorities.
3. The Benefits/Claims Computation and Reviewing Unit shall -
- a. Prepare the computation sheet for all types of pension/separation benefits.
 - b. Prepare disbursement vouchers and obligation requests for either the retirement gratuity, terminal leave benefits, separation gratuity pay, death benefits, burial expenses and monthly pension of retirees;

- c. Maintain and update a summary of computation (index card) for all retired, disabled and separated BJMP personnel;
 - d. Perform such other duties as may be directed by higher authorities.
 4. The Claims Evaluation and Reviewing Unit shall –
 - a. Evaluate the correctness of the prepared computation sheets for the payment of retirement gratuity, terminal leave benefits, separation gratuity pay, death benefits, burial expenses and monthly pension of retirees;
 - b. Check the prepared disbursement vouchers and obligation request for the payment of pension/separation benefits;
 - c. Prepare the special budget request for transmittal to the DBM for the payment of pension/separation benefits;
 - d. Prepare the financial requirements for the administration and payment of pension for retirees and their legitimate beneficiaries;
 - e. Facilitate the transfer of pension to legitimate beneficiaries in case of death or disability of the personnel;
 - f. Perform such other duties as may be directed by higher authorities.
 5. The Electronic Data Processing Unit shall –
 - a. Maintain and update a database for all claims that were processed by the RBAS, which includes the list of pensioners and their legal beneficiaries;
 - b. Monitor the status of claims and publish the same to the BJMP website;
 - c. Establish the Pension Management Information System (PMIS);
 - d. Prepare the Certificate of Legal Beneficiaries (CLB) and Decree of Entitlement in favor of transferees upon request;
 - e. Assist the Chief, RBAS in the conduct of a quarterly audit to determine the status of existing pensioners/beneficiaries and to ensure the accuracy of the information contained in the PMIS database;
 - f. Perform such other functions as may be directed by higher authorities.
 6. The Regional Facilitators and Liaison Officers shall –
 - a. Maintain and update the list of pensioners/retired/separated personnel in his/her area of responsibility and act as its custodian;
 - b. Assist the retirees/claimants in the regional level in securing the clearances and necessary documents in support of their claims;
 - c. Transmit the application and necessary documents in support of the claim to the National Headquarters;
 - d. Administer the release of benefits and monthly pension to the claimants;
 - e. Assist the Chief, RBAS in the conduct of audit within his/her AOR;

f. Perform such other functions as may be directed by higher authorities.

VI. PROCEDURES

The flow of transaction for retirement/survivor's pension claims, and claims for separation gratuity pay, terminal leave benefits, and benefits under PD 1184 shall be as follows:

Claimant – fills up the claims application form (CAF) and prepares the required documents



RBAS – 1) accepts the CAF, 2) verify and checks the submitted documents, 3) prepares the Computation Sheet (CS), Obligation Requests (ObR), Disbursement Voucher (DV), and Budget Request (BR), 4) signs box A of ObR, 5) forwards to the Directorate for Comptrollership



Directorate for Comptrollership - 1) reviews the CAF, supporting documents and BR, 2) forwards the BR to DBM, 3) receives the Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA) from DBM, 4) certifies availability of the allotment and the obligation of request and signs box B of ObR, 5) forwards to Accounting Service for cash allocation



Accounting Service – 1) reviews CAF, supporting documents, CS, ObR, and DV, 2) certifies availability of cash and signs box A of DV, 3) indexes claim and prepares journal entry voucher (JEV), 4) forwards the documents to C, BJMP for approval of the DV, and 5) receives the documents from OCBJMP, 5) returns the documents to RBAS for processing

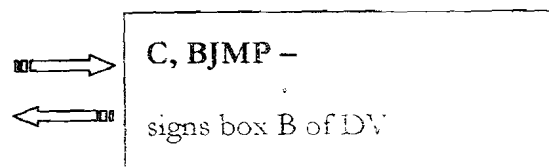
Note: for transactions that require pre-audit, the CAF, CS, ObR, DV and supporting documents must be submitted to the COA

Step 1. Filing of the Claim - the claimant must completely fill up his claims application form and submit to the RBAS/DPRM thru the Facilitators and Liaison Officers the required documents for the type of claim as indicated in his CAF.

Step 2. After finding that the claim is in order, and the submitted documents are complete, the RBAS shall acknowledge receipt of the application for benefits by placing its stamp in the claimant's copy of the CAF with notation on the date and time of its filing. A claim shall only be deemed filed upon issuance of the claimant's copy of the CAF.

Step 3. The RBAS shall commence with the processing of the claim by preparing the Computation Sheets, Obligation Requests and Disbursement Vouchers for the individual claims. The Budget Request for a batch of claimants shall also be prepared. Then, it shall forward the CAF with its supporting documents and CS, ObR, DVs and BR to the Directorate for Comptrollership for review.

Step 4. The DC upon finding that the documents are in order shall forward the Budget Request to the DBM for funding. Upon release of the SARO and NCA, the claim and its supporting documents shall be forwarded to the Accounting Service for processing.





RBAS/DPRM - 1) prepares authority to debit account (ADA), and checks for payment of loans and obligations of the retired/ separated personnel, if any, 3) prepares Advice of Checks Issued and Cancelled (ACIC), 4) signs ADA, checks and ACIC, 5) forwards to OCBJMP for approval of DVs and countersignature of checks 6) submits ADA, duplicate of checks and ACIC to the servicing bank, 7) records checks issued in the Registry Book, 8) prepares Abstract of Report of Checks Issued (RCI) supported by DVs and required documents and submits to Accounting Service, 9) retains copy of the approved DV for filing, 10) informs claimant of the fund transferred to their account

Step 5. For transactions that require pre-audit, the Accounting Service shall submit the claim and its supporting documents to the COA prior to its transmittal to RBAS.

Chief, BJMP (or representative) -
 countersigns ADA, and checks

Claimant/Payee/Creditor -
 - signs DV and Registry Book upon receipt of check



Accounting Service - 1) receives Abstract of RCI, DVs and required documents, 2) records transactions in the books of accounts, 3) prepares financial reports, 4) submits financial reports, Abstract of RCI supported by DVs and required documents to the Resident Auditor

Step 6. The RBAS/DPRM shall release the benefits to the claimant/s by transferring the fund to his Landbank Account. His loan obligations, if any, shall be paid to his creditor/s upon his prior authorization through the issuance of checks.

VII. MISCELLANEOUS

A. The BJMP RBAS shall be under the functional supervision of the Directorate for Personnel and Records Management and classified as a separate section of the Morale and Welfare Division. It shall have its own allocation in the BJMP Annual Operations Plan and Budget.

B. The DPRM shall issue the implementing orders for the activation of the RBAS

C. The BJMP-RBAS shall provide the specific guidelines for the conduct of inventor and shall likewise be responsible for the preparation and submission of reports to the DILG.

D. The designated agents of pensioners in validly executed Special Powers of Attorney (SPA) shall be civilly liable for the amount of benefits received in case of unreported deaths of retirees/pensioners. This shall be without prejudice to the filing of appropriate criminal cases in court, if warranted.

E. In addition to its regular functions, the BJMP-RBAS shall be responsible for the conduct of pre-retirement seminars and other activities that will promote the welfare of all retirees and pensioners.

VIII. ADMINISTRATIVE INSTRUCTION

The DPRM shall effect the prompt implementation of this policy by coordinating with the concerned offices for the effective transition and turn over of the functions to be assumed by the RBAS.

IX. AMENDMENTS

This circular amends the following provisions of DPRM Memorandum Circular No. 2010-01:

A. Paragraph VII, on the processing of claims; and

B. Paragraph IX (b) to the effect that the qualifying age of dependent children shall be not more than eighteen (18) years of years to be entitled to the benefits as heir/beneficiary of the retired/separated personnel.

X. RESCISSION

All BJMP issuances/directives that are inconsistent with the provisions of this Circular are hereby repealed or modified accordingly.

XI. EFFECTIVITY

This Circular takes effect immediately.

GRIGIS M. A. LEAD

ROSENDO M DIAL, CESO III
Jail Director (DSC)
Chief, BJMP